# Minutes

## Criminal & Juvenile Justice Information Task Force

November 13, 2015
9:00AM – 11:30AM
MN Judicial Center, Room 230

**Chair, Deb Kerschner, Department of Corrections**

**Present:**

| Member Names | Organization |
|---|---|
| Beaumaster, Paul | Dakota County Asst. Attorney |
| Conklin, Shana | League of MN Cities |
| Galili, Oded | BCA |
| Gerlicher, Cari | Department of Corrections/MN Chiefs of Police Assn. |
| Goldstein, Michael | Chiefs of Police Association |
| Holmgren, Steve | First Judicial District – Public Defenders |
| Johnson, Brian | House of Representatives |
| Kerschner, Deb | Department of Corrections |
| Khan, Safia | Minnesota Coalition for Battered Women |
| Plesha, Bob | Attorney General's Office |
| Ramlo, Jon | Rock Nobles Community Corrections |
| Reitz, Nate | MN Sentencing Guidelines Commission |
| Schmidt, Amy | League of MN Cities |
| Slieter, Randall | Renville County, 8th Judicial District Court |
| Smith, Rick | Washington County Probation |
| Washburn, Steve | League of MN Cities |
| | |

| BCA | MN.IT |
|---|---|
| Duellman, Carla | Call, Aaron |
| Kalstabakken, Gary | |

| BCA | Hennepin County |
|---|---|
| Oliveira, Jill | |
| Olson, Jerry | Westerman, Sandra |
| Schiller, Karen | Zimmer, Captain Dave |
| Schwiesow, Jeff | |
| Setter, Wade | |
| Therkelsen, Kent | |

# Criminal and Juvenile Justice Information Task Force Meeting
## November 13, 2015

## Introductory Items
Chair, Deb Kerschner, called the meeting to order. Roundtable introductions were made. Deb introduced and welcomed Shana Conklin, the Assistant City Attorney of Eagan, and Steve Washburn, the Mayor of Watertown.  They are both representing the League of Minnesota Cities, and newly appointed to the Task Force. Prior to requesting a motion to approve the agenda, she asked for the groups' permission to move the Electronic Exchange Delivery Team Update to immediately follow the introductory items. A motion was made and seconded to approve the agenda with the proposed change. A vote was taken. **The motion carried.** A motion was made and seconded to approve the September 23, 2015 Joint Policy Group and Task Force Meeting minutes. A vote was taken. **The motion carried.**

## Electronic Exchange Delivery Team Update – Amy Schmidt
Amy Schmidt reported that the Electronic Exchange Delivery Team has been meeting regarding the Enterprise Content Management (ECM) project, the Board of Public Defense, initiated to create statewide eDiscovery for prosecutors and defenders.  Kathleen Hoyle, the Software Services Manager at the Board of Public Defense, accepted the leadership role previously held by Bob Sykora, who retired this year. In her absence, Amy provided the group with an update written by Kathleen, as of October 27th, on her behalf. She (Kathleen) reports that the walk through of the first module with the vendor has occurred. This includes; accepting documents via email, using a web portal for uploading, the automation of creating folders within our system where no current folders exist, and placing documents in the correct location. They are currently in the process of working with the vendor to determine the high availability configuration needed to keep the system running 24/7, and hope to have the necessary virtual servers created within the next week. After the creation of the virtual servers is complete, the vendor will begin installing the products and making the necessary configuration changes in order to create both the production and test environments. At which point, they will begin User Acceptance Testing (UAT) in module one. She hopes to provide a demo to the delivery team during their meeting scheduled for December 17th. Amy concluded the update with an invitation for all interested members to join their meeting in December.

Steve Holmgren added that currently public defenders throughout the state, exchange discovery on paper or in some districts on CD-ROM. The ECM system will allow prosecutors to upload discovery either through a secure web portal or email. The ECM system is being designed to route these uploads/emails into their (Board of Public Defense) case management system and then forward to the appropriate public defender. He believes the ECM system will streamline the current process and be less expensive for everyone.  They (Board of Public Defense) have been planning this project for several years and anticipate roll out to the first group of prosecutors for testing to begin in April or May of 2016.

## Cybersecurity Presentation – Aaron Call, MN.IT Services
Aaron Call began his presentation with an overview of his career leading him back to public service a little over a year ago. His current role in MN.IT Services is to bring a broader, more mature service delivery model to the security programs around the state. The historical security delivery model (centralized services) consisted of MN.IT personnel dedicated to specific agencies, providing a wide range of security capabilities. Moving from centralized services to a line of business services will establish a baseline of support, shared assets, increase visibility,

and improve reporting. The transition will happen in a slow, steadfast, and thoughtful way to avoid lapses in service.

What does this mean for you?

- MN.IT supports the Criminal Justice Data Network (CJDN) and monitors for indicator of malicious use or compromise.
- The Courts use Minnesota's Network for Enterprise Telecommunications (MNET) for internet connectivity which includes monitoring by MN.IT and the Multi-State Information Sharing and Analysis Center (MS-ISAC).
- Socio-political actions that target State, Local, and Tribal Employees are tracked, monitored and coordinated with the Fusion Center.
- Training is being developed and will be available through the BCA.

Aaron also introduced the Security Operations Center (SOC), which is a centralized unit that provides situational awareness through the detection and validation of IT threats by working closely with Incident Response and Forensics to ensure containment of remediation of IT threats. The SOC manages incidents for the enterprise and monitors applications to identify a possible cyber-attack or intrusion (event) and determines if it is a real threat (incident), and its business impact. The SOC has been transformed into a collaboration room with the capacity to display a large screen and 15 staff members who can collaborate while they monitor and track incidents. Staffing hours were changed from 8 to 12 hours a day, and from 5 to 7 days a week, with plans to eventually cover the 12 hours at night, which will mean less time lapse in addressing incidents. There is SOC staff dedicated to information security forensics working closely with the State Fusion Center. They recover and analyze data, looking for the root causes of incidents and produce analytical reports and training material. To report incidents, please contact: SOC@state.mn.us.

Aaron then addressed the questions posed by members.  Paul Beaumaster asked what they are doing with cities and counties.  Aaron reported that over the last 3 years they have been awarded about a million dollars a year of grant money from the Department of Homeland Security to fund the firewall overhaul project.  The project involves working with counties and port cities to replace or add firewalls and firewall capabilities they may or may not have. The SOC staff also provides support to agencies connected to MNET. Paul then asked if they respond to incidents in cities and counties. Aaron answered not currently unless they are asked and they are not asked very often. When they are brought in they provide support as they can.  For assistance, email the SOC to report any incidents and although they are better equipped to assist agencies connected to MNET, they will provide assistance to all agencies as resources allow. Randall Slieter asked if they were seeing any themes in the types of security risks and what is the State Fusion Center?  Aaron responded that state fusion centers came out of a post 911 mandate. These information sharing centers bring together the National Guard, federal government, Department of Defense, state, local, county, and tribal governments.  Both physical as well as an organizational construct, the fusion center puts these people in the same room together so when something is detected it can be coordinated or looked at in a broader scope. Cari Gerlicher added, in layman's terms it is law enforcement and analysts that do threat assessment for a variety of state security issues.

## Public Civil Commitment Information Issue – Captain David Zimmer and Sandra Westerman, Hennepin County Sheriff's Office

Deb Kerschner informed members that there has been discussion within the Hennepin County law enforcement community about how to improve the transfer of public civil commitment information to law enforcement officers on the street. Our judicial representative on the Task Force, Judge Kerry Meyer, wanted to bring forth the issue to this body for discussion to identify solutions as part of our initiative to improve information sharing. Deb then turned the discussion

over to Captain Dave Zimmer, and Sandra Westerman, the Director of Intergovernmental Relations, both representing Hennepin County Sheriff's Office.

Dave thanked Deb for her introduction and stated that he sits on the Criminal Justice Coordinating Committee (CJCC), out of which both he and Judge Meyer serve on the Behavioral Health Subcommittee. Through their subcommittee meetings, they have identified the importance of providing the public data in the Minnesota Court Information System (MNCIS) on individuals under civil commitment with the law enforcement officers on the street who encounter them.  Currently, law enforcement officers do not receive any data from MNCIS when running a name and date of birth query.  In situations involving mentally ill individuals committing low level crimes on the street, often due to their lack of cooperation the only option is to take them to jail. The goal in providing this data when the subjects name and date of birth is queried is to ensure a safe encounter for both the officer and the subject under civil commitment. Dave added that there is a big effort on jail diversion for the mentally ill who are committing low level crimes of survival. By keeping law enforcement officers informed during these encounters, they are able to consider other options instead of incarceration. At the recommendation of Judge Meyer, they (Dave and Sandra) came to the Task Force members to seek their endorsement and look at what the next steps might be. Deb stated that a delivery team would be one option depending on what comes out of the discussion. During their discussion the members agreed it was important to find a statewide solution to provide law enforcement officers in the field with public civil commitment data.  A motion was made to create a delivery team to focus on a more efficient statewide solution to transfer public civil commitment data to law enforcement officers in the field. The motion was seconded. A vote was taken. **The motion carried.**  Deb stated that we will bring this motion back to Dana Gotz and will also be soliciting volunteers. She asked members that are interested in joining the delivery team to email either Dana Gotz, dana.gotz@state.mn.us or Karen Schiller, karen.schiller@state.mn.us.


## Task Force Subcommittee Updates

**Data Practices:**
Deb Kerschner provided a brief update on behalf of Laurie Beyer-Kropuenske. Their next meeting is scheduled at the Department of Corrections on December 10th, at 9:30 a.m.  They have contacted the Humphrey School of Public Affairs to seek out students interested in information gathering as part of their projects and learned that they were not unavailable until spring semester. They plan to regroup at their upcoming meeting and she encouraged any interested members to join this subcommittee.

**Collaborative Relationships & Funding:**
Paul Beaumaster stated they have met and are still recruiting members to join. He believes there are a few interested members who plan to come to the next meeting which they are planning to schedule in early December. They will continue to discuss ways to establish and strengthen the links between the Task Force and other organizations impacted by the criminal justice system and information it disseminates.

**Data & Identification Standards:**
Oded Galili stated they have four members that haven't officially met with plans to schedule a meeting in the near future. They need to regroup on what was identified at the joint meeting and decide how to move forward. He encouraged more members to join them to ensure more representation as this is a substantial subject to discuss.

**Innovation & Education:**
Deb Kerschner stated that the Innovation and Education subcommittee still needs volunteers. At this point Mark Ostrem is the only volunteer and if that continues, we may need to decide at a future meeting if we still want this to be part of our strategic efforts.

Deb urged all of the subcommittees to be prepared to provide a comprehensive update at the February 12th meeting. Jon Ramlo requested that all members receive notifications of when the subcommittees are planning to meet allowing members to pass the information on to the organization they represent. Deb agreed with his request and she asked the subcommittees to comply.  She added that you do not have to be appointed to the Task Force to join a subcommittee. We can seek out other expertise and interested stakeholders which often broadens the participation and knowledge coming out of the groups.


**New Criminal History System Update and Demo – Gary Kalstabakken and Carla Duellman, MNJIS Product Managers**
Gary Kalstabakken reported that the Criminal History Replacement project is a multi-year project they are working with Boeing to develop; and now have some of the development work completed. He explained that a criminal history is comprised of three components, which begins when a subject is arrested and fingerprinted (biometrics), followed by linking the court and conviction data to the arrest. The project's primary focus has been to build on what is already in place, automate the workflow, reduce suspense records and enhance the user readability of records. The emphasis to date has been to get the information (data) into the new system so a record can be created and we are able to:
- Receive bookings from Livescans
- Modify bookings once they are received through the interface
- Receive court notifications; and attach them to the arrests or create a suspense file

He added that they are working on the database conversion to ensure all the existing records are retained accurately in the new system.  Carla Duellman then provided the members with a demo of some of the development to date, stating that they are still in the building phase of the project. On the dashboard page, depending on their role; users can conduct searches; modify information; maintain a work queue for assigned tasks; and monitor BCA communications with users in the field regarding downtime notifications, etc.  Eventually users will be able to modify their dashboard page to custom fit their specific needs and configure information the way they want to see it displayed. On the search page, she conducted a name and date of birth search and using the record displayed, described each of the data fields in the record; adding that they continue to make enhancements based on the feedback received from users.

Carla then opened the discussion for questions or comments. Cari Gerlicher asked if the new system will pull information from other states. Carla stated not currently, but as they develop the workflow and figure out when information needs to; can or should be delivered, receiving Interstate Identification Index (III) through this portal is being considered, due to user requests. The potential delivery of integrating III is unknown at this time. Mike Goldstein asked on behalf of the Data and Identification Standards subcommittee; if the current biometrics (i.e.; fingerprints or photo) should ever change, is the new system able to incorporate additional biometrics? Gary stated that the new system is not fingerprint specific and they should be able to find a way to add the data. Deb Kerschner asked if there were going to be more demo sessions in the future. Carla stated that more demos are being planned, and although the exact dates have not been determined, Boeing will be onsite in January and March. The participation space in January is limited, but March will be open to all who are interested. She added that they (she and Gary) are willing to provide demos upon request although there may not be any new features added for a while. Paul Beaumaster asked for the demo information to be sent out to members and also wondered whether ideas were best communicated sooner or later.  Carla responded sooner and Gary added that ideas can be sent to them directly and are also being captured at their presentations and being compiled. They have gathered a lot of ideas and these ideas are being prioritized dependent on the phase of the project. Carla invited those who were interested to be part of the external user group as an opportunity to communicate ideas. Oded stated the sooner we receive requests the better, as they are creating the list of critical requirements to submit to

the vendor for the first invoice. Nate Reitz asked if there were multiple tiers of access, specifically a tier for public access. Oded stated the answer is yes, public access is available and the system provides information based on the users' profile. Safia Khan stated that one of the issues last year with the expungement laws was that although the law allowed for criminal justice system partners, law enforcement, and prosecutors to have access to sealed records they still had to petition every case for access. They were told the issue would be resolved, yet recently, she learned that it wasn't resolved and wondered when sealed records will be accessible according to the law. Oded explained that the current system has limitations and the new system will provide more availability which will resolve the issue.

Deb Kerschner asked if there was any further discussion. There was no further discussion and she asked for a motion to adjourn. A motion was made and seconded to adjourn the meeting. A vote was taken. **The motion carried.**

**Next Meeting**

Task Force
Friday, February 12, 2016
9:00 a.m. to 11:30 a.m.
MN Judicial Center, Room 230

**Meeting adjourned.**